

**CITY OF CLUTE
JOB DESCRIPTION**

JOB TITLE: Police Officer

DATE: October 1, 2024

REPORTS TO: Patrol Sergeant/Patrol Corporal

DEPARTMENT: Police

BASE PAY RANGE: \$27.48/hr

JOB SUMMARY:

To serve and protect the citizens and visitors of Clute and to improve their quality of life by utilizing community policing techniques; crime prevention methods, building partnerships with the community, and problem solving.

JOB SCOPE:

Performs patrol/law enforcement duties in accordance with local and State laws. Does everything within one's own scope of influence to further implement the organization's philosophy of community-oriented policing.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Patrols assigned areas by vehicle, golf cart, and on foot to prevent crime; detects law violations; and takes appropriate action, including issuance of traffic citations.
2. Conducts or assists with criminal investigations.
3. Conducts security checks on commercial buildings and residences.
4. Directs traffic and enforces parking violations.
5. Investigates traffic accidents and unusual or suspicious circumstances.
6. Responds to emergency calls (disturbances, burglaries, prowlers, assaults, robberies, etc...) and takes necessary steps.
7. Arrests and books into the Clute Jail persons suspected of misdemeanors and felonies.
8. Testifies in Municipal, County, District, and Federal Courts when required.
9. Prepares patrol reports, offense reports and arrest reports.
10. Provides information to citizens concerning laws and ordinances.
11. Secures crime scenes for detectives and maintains crime scene logs. Assists in crime scene investigations by performing various functions.

12. Guards and transports prisoners, including citizens requiring mental health treatment.
13. Operates police vehicles in both a non-emergency and emergency manner.
14. Impounds vehicles and completes required inventory forms.
15. Maintains departmental vehicles and issued equipment.
16. Addresses and works with community groups to promote good public relations and to inform citizens of police activities and crime prevention.
17. Interviews and takes statements from witnesses, suspects, and victims.
18. Assists the Fire Department with traffic control.
19. Follows up on criminal investigations as circumstances permit.
20. Performs other assigned duties (jail, dispatch, investigations, animal control, special assignments, etc....) as required.

PHYSICAL REQUIREMENTS:

1. Must pass the departmental physical agility examination designed to test the applicants strength, endurance and agility
2. Must have ability to walk, run, sit and drive.
3. Must have ability to handle firearms and maintain certification and firearms proficiency in accordance with TCOLE regulations.
4. Must have ability to use physical force to apprehend and restrain prisoners.
5. Must be able to hear and effectively communicate with citizens and in the courtroom.
6. Must be able to hear and effectively communicate over the telephone and via two-way radio.
7. Must have telebinocular visual acuity that is correctable to 20/20. Must be able to distinguish the colors red, green, and yellow.

PERSONAL CHARACTERISTICS:

Is responsible for encouraging and facilitating a harmonious working environment. To that end, the following interpersonal and personal characteristics are expected:

- a. Displays enthusiasm for the job, which includes attendance, performance, and conduct;
- b. Ability to work effectively and cohesively with others;
- c. Demonstrates integrity, dependability, and maturity;
- d. Displays courteous, respectful, and polite demeanor towards co-workers and members of the public; and,
- e. Recognizes the importance of being a team member that creates a positive working

environment.

OTHER ASPECTS OF THE JOB:

Demonstrates a sound knowledge of streets inside the City limits; a sound knowledge of dispatch procedures; sound skills related to law enforcement functions, responsibilities and duties; the ability to respond quickly and address police matters with good judgment and in hazardous situations, and to demonstrate the interpersonal skills necessary to deal effectively with the public.

Applicants for this position must have successfully completed a certified academy recognized by the Texas Commission on Law Enforcement (TCOLE) and must have passed the State licensing examination.

CONDITIONS OF EMPLOYMENT:

Applicants will be required to undergo drug and alcohol testing prior to employment and will be subject to further drug and alcohol testing throughout their period of employment. Applicants must also pass a written exam, a physical fitness and agility test, a polygraph examination, a medical examination, and psychological examination prior to employment.

Must have and maintain a satisfactory driving record and must have and maintain a valid Texas driver's license. Punctuality and regular attendance is required. Must complete a six (6) month probation period after completing training. Must maintain a Texas peace officer certification.

SIGNATURES:

Employee/Date

Chief of Police/Date